



DEPARTMENT OF THE NAVY

NAVAL STATION EVERETT
2000 WEST MARINE VIEW DRIVE
EVERETT, WASHINGTON 98207-5001

NAVSTAEVERETTINST 11200.2A

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NAVAL STATION EVERETT INSTRUCTION 11200.2A

Subj: COMMUTE TRIP REDUCTION (CTR) PROGRAM

Ref: (a) Clean Air Act of 1990
(b) State of Washington CTR Law
(c) City of Everett Commute Trip Reduction Ordinance

Encl: (1) Naval Station Everett Rideshare Program Registration Form
(2) Ridefind Application

1. Purpose. To encourage commuters to utilize alternative forms of transportation by establishing policy, providing guidance, and defining responsibilities for meeting the requirements of references (a), (b) and (c).

2. Cancellation. NAVSTAEVERETTINST 11200.2

3. Revision. Changes appearing in this instruction are so extensive as to require a complete review by each addressee. Therefore, revisions, deletions, and additions have not been specifically identified by paragraphs.

4. Background

a. Reference (a) provides the framework for federal air pollution control. Subject to Environmental Protection Agency (EPA) oversight and approval, the State of Washington has responsibility for implementation of clean air standards. The State of Washington is required to develop air pollution abatement plans, including transportation controls, and to enforce regulatory programs to attain and maintain federal air quality standards. Per reference (a), federal agencies are subject to and must comply with these plans.

b. References (b) and (c) require employers to implement programs that encourage alternatives to drive-alone commuting to work sites. Reducing commute trips is expected to help improve air quality, reduce traffic congestion, and decrease the use of petroleum fuels. Naval Station Everett is required to make a good faith effort to meet the single occupant vehicle (SOV) and vehicle miles traveled (VMT) reduction goals outlined in references (b) and (c).

5. Definitions

a. Carpool. A motor vehicle occupied by 2-6 people traveling together for their commute trip.

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b. Vanpool. A vehicle occupied by 5-15 people, over the age of 16, sharing a van for at least half the distance of their commute, at least three days per week. Vanpools may have riders from other organizations, on or off station.

c. Single Occupant Vehicle (SOV). A motor vehicle occupied by one person for commute purposes. SOVs include motorcycles.

d. Vehicle Miles Traveled (VMT). The sum of the individual commute trip lengths in miles made by employees over a set period divided by the number of employees.

e. Employee Transportation Coordinator (ETC). The station point of contact responsible for facilitating employee use of commute alternatives.

f. Pool Manager. The primary point of contact in a carpool or vanpool for rideshare coordination and reporting issues.

6. Policy. It is the policy of Naval Station Everett to promote and encourage all employees, military and civilian, to utilize alternative forms of transportation to and from work to meet the requirements of references (a), (b), and (c). Naval Station Everett provides the following incentives to encourage ridesharing participation and achieve a reduction in SOVs and VMT:

a. Preferential parking for rideshare vehicles.

b. Guaranteed ride home for program participants in the event of illness or unscheduled overtime.

c. Customized ridematching service to find suitable commuting partners.

7. Responsibilities

a. Commanding Officer. The Commanding Officer of Naval Station Everett shall appoint an Employee Transportation Coordinator (ETC) to implement and administer the CTR program and provide liaison between the station, tenant commands, and homeported ships.

b. Employee Transportation Coordinator. The ETC works under the direction of the Public Works Officer. The ETC will:

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(1) Manage the station Rideshare Program to attain the highest possible level of employee participation.

(2) Facilitate efforts by Naval Station employees, military and civilian, to find and utilize alternate forms of transportation.

(3) Maintain a database of employees participating in the Rideshare Program.

(4) Survey employees on a bi-annual basis to measure progress in reducing SOVs and VMT.

(5) Submit an Annual Report and Program Description to respective jurisdictions for all affected worksites.

(6) Keep apprised of city and state laws to ensure all applicable CTR requirements are met.

(7) Meet with state, county and city transportation authorities to explore options and resolve problems.

(8) Inform the command of the progress made in reaching CTR goals.

c. Department Heads. Department Heads will ensure that all new employees, military and civilian, check in with the ETC as part of the command check-in process for an explanation of the program and what services are available. Unplanned overtime must be kept to a minimum to accommodate employees who participate in the Rideshare Program.

d. Security Officer. The Security Officer will assist the ETC by enforcing regulations in reserved carpool/vanpool parking areas on station. Vehicles parked in carpool/vanpool parking spaces without a pass will be issued a citation.

e. Pool Managers. Submit semi-annual recertification forms to the ETC to obtain validation stickers for parking passes.

8. Program Participant Information

a. Military and civilian personnel who wish to participate in the program must complete enclosure (1) to register with the ETC once they form or join a carpool/vanpool or start riding the bus or a bike to work.

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b. Members in a carpool/vanpool will be issued a parking pass by the ETC, and all participants will be entered in the station database to allow tracking of participants and reduction in SOVs.

c. Members of a carpool/vanpool will be registered as a group and issued one pass. The pass may be transferred from vehicle to vehicle. All vehicles in the carpool must be registered with the ETC.

d. Military and civilian personnel transferring from Naval Station Everett must check out with the ETC to ensure the database is updated and carpool passes are turned in and reissued as appropriate.

e. Personnel looking for assistance in finding a suitable ridesharing partner should complete enclosure (2) and return it to the Public Works Administration Office, Code 411. The information provided will be entered into the station database and used to locate potential commuting partners. Partners are matched using location of residence, working hours, etc.


K. S. BUIKE

Distribution: (NAVSTAEVERETTINST 5216.1E)

List I

List II

Ships

RIDESHARE PROGRAM REGISTRATION FORM

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To register for NAVSTA Everett's reserved carpool/vanpool parking and Guaranteed Ride Home, fill out this form and return to the Employee Transportation Coordinator, Code 411, Room 242, Bldg. 2000, phone 304-3399. Please read the attached Rideshare Program Policies and Procedures before filling out this form. (Note: Bus commuters, walkers and bicyclists, please fill out sections A & D only). Thank you for participating in the RIDESHARE program!

(A) PERSONAL INFORMATION: *(All applicants must fill out this section).*

First Name: _____	Last Name: _____	Home Zip Code: _____
Worksite: NAVSTA Waterfront Site <input type="checkbox"/>	NAVSTA Family Support Complex, Marysville <input type="checkbox"/>	Leased Space in Everett <input type="checkbox"/>
Activity Name/Ship Name: _____		
Code: _____	Work Phone: _____ ext: _____	Home Phone: _____
Social Security #: _____	Rank/Rate: _____	Civilian <input type="checkbox"/> Military <input type="checkbox"/>
Rideshare Commute Mode: Carpool <input type="checkbox"/> Vanpool <input type="checkbox"/> Walk <input type="checkbox"/> Bicycle <input type="checkbox"/> Bus <input type="checkbox"/>	Specify Transit Agency _____	
On average, how many days do you rideshare per week? 3 DAYS <input type="checkbox"/> 4 DAYS <input type="checkbox"/> 5 DAYS <input type="checkbox"/>		

(B) CARPOOL AND VANPOOL INFORMATION: *(Each carpooler/vanpooler must fill out this section).*

Directions: Every carpool and vanpool must have a Pool Manager, who will be the contact person.

CARPOOLERS: List all the members of your carpool, including yourself, designating a Pool Manager in the space marked (1) below.

VANPOOL PRIMARY DRIVERS: As the primary driver, you are the Pool Manager. Write your name in the space marked (1) and list the complete roster of passengers in your vanpool below (you may write on the back of this form if you need more space).

VANPOOL PASSENGERS: List the name of your primary driver as the Pool Manager in the space marked (1) below.

(1) POOL MANAGER'S NAME _____

(2) Member's Name _____

(3) Member's Name _____

(4) Member's Name _____

CARPOOLERS: List the license number(s) and vehicle type(s) of ALL vehicle(s) you will drive as a carpool:

(1) _____ (2) _____ (3) _____

(C) POOL MANAGER: *(Each Pool Manager designated above must fill out this section).*

What is your route to work? _____

Arrival Time at Work: _____ Departure Time from Work: _____ Smoking Permitted? YES ☐ NO ☐

Size of vanpool vehicle: 8-Passenger ☐ 12-Passenger ☐ 15-Passenger ☐

Transit agency providing vanpool: Community Transit ☐ Metro ☐ Kitsap Transit ☐ Other ☐

Would your carpool/vanpool like to take advantage of NAVSTA Everett's in-house ridematching service, RIDEFIND, to look for additional riders? *(The information on this form - except for Social Security Numbers - may be made available to other NAVSTA Everett employees).*

YES: ☐

NO: ☐

(D) CERTIFICATION: *(All applicants must fill out this section).*

I certify that all of the above information is true to the best of my knowledge. I agree to rideshare at least three days per week. I have read the *Rideshare Program Policies & Procedures* and agree to abide by them at all times.

Signature: _____ Date: _____

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Member's Name

Member's Name

Member's Name

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NAVAL STATION EVERETT RIDESHARE PROGRAM POLICIES AND PROCEDURES

IMPORTANT! Please read these policies and procedures thoroughly before completing your Rideshare Registration Form!

- 1.) **Eligibility**: All employees at Naval Station Everett, either full-time or part-time, that commute to work by carpool, vanpool, taking the bus, walking or bicycling *at least three days per week* are eligible to register for the Navy's Rideshare Program.
- 2.) **Program Benefits**: Rideshare Program participants will be eligible for up to six Guaranteed Ride Home trips per year in the case of emergency and carpools or vanpoolers will receive preferential, reserved parking.
- 3.) **Vanpool Definition**: A vanpool is defined as 5 to 15 people, over the age of 16, sharing a van for at least half the distance of their commute, at least three days per week. Vanpools may have riders from other organizations, on or off station.
- 4.) **Carpool Definition**: A carpool is defined as at a minimum of two people, over the age of 16, sharing a vehicle for at least half the distance of their commute, at least three days per week. Carpools may have riders from other organizations, on or off station.
- 5.) **Registration Procedures**: To receive the Rideshare Program benefits, employees who meet the eligibility requirements must fill out a Rideshare Registration Form available from the Employee Transportation Coordinator (ETC), Code 411, at 304-3399 or the Assistant ETC at 304-3394. Each carpool and vanpool must designate a "Pool Manager" who will act as the primary point of contact for the pool. Semi-annual re-certification forms will be sent to the Pool Managers to be completed and returned. New parking validation stickers will **not** be assigned until the update form is returned to the ETC or Rideshare Coordinator.
- 6.) **Parking Permits**: One parking permit will be issued to each registered carpool and vanpool for reserved parking (see #7 below) subject to the following provisions:
 - Each carpool and vanpool will receive one parking permit.
 - The permit must be displayed behind the rearview mirror or on the dash at all times when parking in the reserved spaces.
 - Members may trade off driving and permits may be transferred to different vehicles within the carpool.
 - The member driving the carpool/vanpool on any given day is responsible for displaying the permit.

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- For days when members drive alone, they may not park in the reserved, HOV spaces without a permit.

7. **Reserved Parking for Carpools and Vanpools:** Reserved parking, which requires a current parking permit, will be designated as "Carpool and Vanpool Parking Only" for those that are registered:

- Reserved parking is on a first-come-first-serve basis for those with current parking permits.
- All carpools and vanpools with current permits must park in the reserved parking lot.

8. **Parking Monitoring:** Security will monitor the reserved parking lots each day. Failure to display a current parking permit, or any other violation of parking policies, may result in the loss of parking privileges.

9. **Changes in Status:** Each registered participant in the Rideshare Program must inform ETC of any changes in his/her commute status, including change of address, commute partners, vehicles, etc. It is the responsibility of all participants to inform the ETC when they are no longer eligible for the Rideshare Program.

Important! Please acknowledge that you have read and understand these policies and procedures, and agree to abide by them at all times by signing your name at the bottom of the Rideshare Registration Form.

For further information, please contact the Employee Transportation Coordinator, Code 411, at 304-3399 or 304-3394.

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RIDEFIND APPLICATION

Join the Navy's own ridematching program, RideFind, to find carpool and vanpool commute partners. Please fill out all spaces and write legibly! Return your completed form to the Employee Transportation Coordinator, Code 411. You will receive a list of potential commute partners that you can contact and make ridesharing arrangements.

First Name: _____ Last Name: _____

Worksite: Waterfront Site ☐ Navy Support Complex, Marysville ☐ Leased Space in Everett ☐

Command: _____

Department: _____ Code: _____ Work Phone: _____ ext. _____

Social Security Number: _____ Rank/Rate: _____ Civilian: ☐ Military: ☐Home Street Address (*will remain confidential*): __________
City: _____ Zip: _____Nearest Major Road to Your Home: _____ Home Phone (*Optional*): _____Schedule Type: 8-Hour Workday: ☐ 9-Hour Workday: ☐10-Hour Workday: ☐ Other: (*Please Specify*) _____

Arrive Time: _____ Depart Time: _____

Do you prefer to smoke during your commute? Yes: ☐ No: ☐ No Preference: ☐What is your specific commute route? (*For example, "Leave Alderwood Mall area, north on I-5, exit on Broadway..."*)_____

Schedule flexibility or other ridematch preferences and comments:

Please enter me in the RideFind in-house ridematching service. The information I have provided (except for home street and social security number) may be made available to other Navy employees.

Signature: _____ Date: _____

PLEASE RETURN COMPLETED FORM TO CODE 411

Enclosure (2)